



Job Description: Escort

At Jesters we create a safe, fun and welcoming environment for all children and their parents or carers, and ensure the delivery of a consistent and high quality childcare service. A major part of our service is the transportation of children to and from schools and pre-schools within our local community.

Role Responsibilities:

- To ensure children are escorted and delivered safely to and from their school/ pre-school on time in line with all Health & Safety and Safeguarding policies and procedures.
- You will ensure the safe handover procedure to the respective school/ pre-school whilst driving vehicles in line with the requirements of the Highway Code.
- Complete vehicle safety checks at the start of each week and complete appropriate paperwork (Staff vehicle maintenance handbook).
- Ensure the vehicle is kept clean and tidy with the correct car seats in line with the legal requirements and ensure the first aid kit is kept fully stocked.
- To be responsible for ensuring the vehicle fuel tank is kept to a minimum level of a quarter of a tank
- Ensure all the children's belongings are stored in the boot of your car for safety reasons
- Build relationships of trust with children, parents, staff and the schools in order to represent Jesters as a high quality childcare provider.
- Ensure all children are secured safely and seated in the correct seats in line with the law before the vehicle moves
- Use proactive behaviour management techniques to manage the children safely, and effectively and in line with all relevant behaviour and safeguarding policies.
- To attend regular meetings as and when required
- To ensure your insurance covers you for work purposes and all paperwork for insurance and MOT's are given to the Club Manager yearly
- To ensure all children are wearing Hi-vis jackets on walking school runs and ensure the safety of children at all times by the roads.
- To support the rest of the team with the tidying up of breakfast and getting the children ready for school.

Person Specification

- Current holder of a valid driving licence
- Been driving for at least 2 years
- Able to demonstrate the ability to work with young children
- Ability to carry out basic vehicle safety checks
- Ability to function as part of a team
- Good communication skills
- Ability to work under pressure and remain calm
- Able to transport passengers with a diverse range of needs

As part of employment with Jesters you will be required to have a DBS check before the role can start and you will be required to register with the DBS Update Service.

Jesters are proud to offer an excellent benefit package to all of our employees.

This includes:

- Free Childcare for your children
- Excellent opportunities for personal & professional development
- Extensive induction programmes
- 4 weeks annual leave + bank holidays
- Termly car valeting service
- Payment to cover the Insurance upgrade needed to ensure you are covered for work purposes.

Jesters is committed to safeguarding and promoting the welfare of children, and expects all employees and volunteers to share this commitment.